

**INSTRUCTIONS FOR COMPLETING THE 2004 ANNUAL REPORT OF RECYCLING  
ACCOMPLISHMENTS (including on-line form)**

**2004 ANNUAL REPORT (Form 4400-182)**

These instructions are also located at: <http://dnr.wi.gov/org/aw/wm/publications/#recycling> under the section: Recycling –Recycling Forms.

**NOTICE:** This form is authorized by s. NR 544.10 and s. NR 542.09(3), Wis. Adm. Code. Completion of this form is **mandatory**, except for information denoted as optional, for continued conditional approval of a responsible unit's recycling program and for retention of the 2004 recycling grant for responsible units that are grantees. **Please submit to the address shown on the form by April 30, 2005. Please keep a copy for your files.** Personally identifiable information will be used for program administration and must be made available to requesters as required by Wisconsin Open Records law [s. 19.31-19.39, Wis Stats].

**New in 2005**

**Streamlined report form:** We have made some changes to the form to streamline the reporting process. The information requested has not changed, only the format used to obtain that information from you.

**On-line form:** New this year is the optional use of a web-based on-line form instead of the hard copy form. The on-line form is designed to replicate, to the extent possible, the hard copy form. These instructions apply to the on-line form as well as the hard copy form. Instructions on how to access the on-line form are included in the enclosure: DNR UPDATES MARCH 2005. If you choose to use the on-line form, you do NOT need to submit the hard copy form. However, please print off a copy for your files. You will have to submit a hard copy of the signature page of the on-line form to the address shown by April 30, 2005.

**Volume-To-Weight Conversions:** We recommend the EPA resource available on their web site:  
[http://www.epa.gov/epaoswer/non-hw/recycle/recmeas/docs/guide\\_b.pdf](http://www.epa.gov/epaoswer/non-hw/recycle/recmeas/docs/guide_b.pdf)

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**CONTACT INFORMATION**

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The “authorized representative” and “contact person” listed are taken from your Effective Program Application or your 2003 Recycling Grant Application. Please review the preprinted information, correct any inaccuracies and indicate the best time to call if your DNR recycling contact has questions. Be sure to verify your e-mail address or to include one if yours is not listed. Note: If you wish to change your authorized representative, you may need to file a new authorizing resolution with your recycling contact. If you have questions, call your DNR recycling contact.

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**SECTIONS A, B, and C: CONDITIONS OF APPROVAL, RECYCLING ORDINANCE, AND COLLECTION**

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Check the box with the appropriate answer to each question and provide brief information as requested in the space provided. Section B requests information on enforcement actions that you may have taken in 2004. If the action(s) you took is not among those listed on the form and

- a) You are filling out the hard copy form, enter your enforcement action(s) in by writing in the space below “Written Warnings”.
- b) You are filling out the form on-line, you can not enter this information in the form. Instead, please send an email with your actions to [cynthia.moore@dnr.state.wi.us](mailto:cynthia.moore@dnr.state.wi.us), entering into the subject line “Recycling Annual Report- enforcement actions 2004”.

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**SECTION D: WEIGHTS OF RECYCLABLES COLLECTED**

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**REPORT WEIGHTS OF RECYCLABLES COLLECTED FROM RESIDENTIAL UNITS IN YOUR GEOGRAPHIC AREA.**

For each material listed in Figure 1, report how much material was collected for recycling from residential units. Reporting of collections from 1-4 residential units is mandatory to maintain your effective program status, including recyclables collected by a private hauler under individual household service contracts. The “1-4

residential unit” category includes single-family and 2-4 residential dwellings such as condominiums, town houses and apartment complexes.

New in 2005, you have the option to report collections from multi-family dwellings under the column titled “5 or more Residential Unit Weights”; this includes dwellings comprising 5 or more residential units such as larger apartment complexes and condominiums. If you report weights in this latter column, you will have the option to calculate your Total Weight using data from both columns.

If you are using the on-line form, all totals will be calculated automatically. Do NOT use commas or spaces when reporting numbers- this will cause an error message.

**DETERMINING COMPLIANCE WITH TABLE 1 (CHAPTER NR 544, WIS. ADM. CODE) COLLECTION STANDARDS**  
 Since 1997, responsible units have been expected to annually meet the collection amounts in Table 1 of Chapter NR 544, Wis. Adm. Code (next page).

New in 2005, you have the option to determine compliance with Table 1 Collection Standards by using the Combined Total Residential Weight, if you chose to report collection from “5 or more Residential Units”. To use this option, sum the Total Weights from both columns in Section D Figure 1 (1-4 Residential Unit Weights + 5 or more Residential Unit Weights) to calculate your Combined Residential Total Weight. If you reported only collection from 1-4 Residential Unit dwellings, the total in this column is your Total Weight.

If you are using the on-line form, these calculations will be done automatically and you will be informed whether or not you meet the Table 1 Collection Standard for your program. If you do not meet the Collection Standard, you will be directed to Form4400-182A Recycling Program Request for Exemption to Collection Standards.

If you are using the hard copy form: To determine if your responsible unit meets the minimum collection amounts, follow these steps to calculate pounds recycled per person, per year. Responsible unit population data is obtained from the Department of Administration, Demographic Services Center, and is printed on the first page of the report. You cannot modify the population number for your responsible unit. Review what DNR records indicate as your municipality definition for population density on page 1 of the form.

(NOTE: For **responsible units in a grandfathered incinerator service area**, you have the option to use the standards for “rural” and “other” municipalities or the standards for “rural-incinerator” or “other-incinerator” which only account for glass and metal containers.)

Step 1: \_\_\_\_\_ x 2,000 lb/ton = \_\_\_\_\_  
 Total Weight in tons from **Figure 1** Total pounds  
 (see report under Section D)

Step 2: \_\_\_\_\_ divided by \_\_\_\_\_ = \_\_\_\_\_  
 Total Pounds from Step 1 Above RU Population Pounds Per Person Per Year  
 (see page 1 of report) (Transfer to report under Section D)

If you met the collection standard in Table 1, check the “Yes” box and proceed to SECTION E.

If you did not meet the collection standard in Table 1, check the “No” box and complete Form 4400-182A located on page 6.

TABLE 1\*  
 Standards for Collection of Recyclables  
 - Pounds Per Person Per Year -

	Rural Municipalities	Incinerator Area	Other Municipalities	Incinerator Area
Newspaper	36	--	47	--

Magazines	7	--	9	--
Corrugated Paper	6	--	7	--
Aluminum Containers	1.4	1.4	1.8	1.8
Steel & Bi-Metal Containers	7	7	9	9
Glass Containers	22	22	29	29
Plastic Containers	3	--	3.75	--
TOTAL	82.4	30.4	106.6	39.8

Note: Rural municipalities are those with a permanent population density of 70 persons per square mile or fewer. For purpose of Chapter NR 544, Wis. Adm. Code, municipalities that do not meet that population criterion fall into the "other" category.

Multiple municipality responsible units, which include a combination of municipalities having a population density of 70 persons per square mile or fewer and municipalities having a population density of more than 70 persons per square mile, may calculate a prorated collection standard for the responsible unit as a whole.

\*This represents Table 1 from Chapter NR 544, Wis. Adm. Code, **without** the weights of plastic containers #3 - #7 and foam polystyrene packaging. The requirement to recycle these materials has been waived by the DNR until it is determined that their collection and processing is practical.

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## **SECTION E: COLLECTING, PROCESSING AND MARKETING OF RECYCLABLES FOR 1-4 RESIDENTIAL UNIT HOUSING**

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Use the list of MRFs in the enclosed attachment "List of Self-Certified Material Recovery Facilities", and enter only the Identification Number of the MRFs that process and market your recyclables. If you are unable to locate your MRF(s) in the list, enter the required information in the space provided.

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## **SECTION F: OUTREACH TO MULTI-FAMILY RESIDENTS AND NON-RESIDENTIAL FACILITIES/PROPERTIES**

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If your RU includes multi-family residential dwellings or non-residential facilities and properties, check the appropriate box and reply to the questions below as appropriate. This information helps us identify the more common outreach approaches.

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## **SECTIONS G and H: OUTREACH TO RESIDENTS TO ENCOURAGE OPPORTUNITIES TO REDUCE, REUSE OR RECYCLE and WASTE REDUCTION AND REUSE EFFORTS**

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If you provided outreach to residents this past year, check the appropriate boxes. Section NR 544.04 (1) Wis. Adm. Code, requires an effective recycling program to provide a public information and education program to address recycling of recyclable materials at residential and non-residential dwellings and properties. Section NR 544.04 (11), Wis. Adm. Code, requires a RU to make a reasonable effort to reduce the amount of recyclable waste generated. This information helps us identify the more common outreach and education approaches.

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## **SECTION I: REPORT OF ACTUAL RECYCLING COSTS FOR GRANT PURPOSES**

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**You must complete Section I if you received a Recycling Grant in 2004.** (If you did not receive a grant for 2004, please proceed to the next section, Optional Reporting)

**If you have questions on Section I, contact Candice Sovinski at 608/ 264-9207**[candice.sovinski@dnr.state.wi.us](mailto:candice.sovinski@dnr.state.wi.us)

Before you can complete Section I, you will need to fill out the enclosed supporting financial Form 4A and Forms 2DA and/or 2EA, if applicable. These are not available as part of the on-line report at this time. Follow the enclosed 2004 Financial Report Instructions when completing these forms.

After you have finished filling out the financial forms, summarize your program costs by transferring numbers to Section I, Lines A through F, from the corresponding lines on Form 4A as directed.

Please do not submit Form 4A and supporting schedules with your Report of Recycling Accomplishments and Actual Costs, but retain them for your own records and potential audit purposes.

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## OPTIONAL INFORMATION

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Please use this space to report weights of other recyclable materials and to tell us anything new about your program.

Collection of Other Recyclable Materials: Most RUs collect additional materials beyond those listed in Table 1. Although reporting collection of additional materials is voluntary, we encourage you to report these collections so that we can provide a more accurate and complete report on the accomplishments of the Recycling Program to the Legislature. We want to give credit to our local government recycling programs for going beyond compliance with the basic requirements of an effective recycling program.

Additional Information: Describe aspects of your program you are particularly proud of, and identify areas where you would like assistance. Any outreach materials you distributed to your residents and businesses (brochures, flyers) and the annual report provided to your board/committee may be attached, or sent in hard copy if you are using the on-line form. If you have a website that promotes your recycling program, please share your website address.

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## FINAL SECTION: ASSURANCES

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Review the assurances listed and sign/date the report.

If you are submitting your report in hard copy, mail to the address listed on the front page at the top of the report. If you are submitting your report on-line, you must also submit a hard copy of the Assurances Page with the appropriate signatures, as Wisconsin does not accept electronic signatures at this time.

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## FORM 4400-182A

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### RECYCLING PROGRAM REQUEST FOR EXEMPTION TO COLLECTION STANDARD

If you did not meet the collection standard, please respond to the three questions for requesting an exemption from the collection standard.

If you are submitting your report in hard copy, sign/date the form and return it with Form 4400-182.

If you are submitting your report on-line, this form will be submitted electronically along with the rest of your report.

**The exemption justification you provided shall be considered an approved exemption under s. NR 544.11(2)(b) and s. NR 544.14(4), Wis. Adm. Code, unless the Department notifies the responsible unit within 90 days of the receipt of this form that the justification was not deemed adequate.**